ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

Vol. 11, no. 2 GP 3.16/3-2:11/2 January 15, 1990

Dear Depository Librarian:

On November 9, 1989, the Government Printing Office sponsored a public meeting to identify opportunities for dissemination of Federal agency-derived information products and services in electronic formats which could be made available to depository libraries through non-government channels. At the meeting, prospective information providers were invited to submit written descriptions and general information on their products and services to GPO by January 15, 1990.

Because of the interest in this project demonstrated by the depository library community, a complete report of the meeting is being published in this special issue of Administrative Notes. An earlier issue of Administrative Notes (v.10, #21) reprinted the advance notice of the meeting that appeared in the Commerce Business Daily on September 11, 1989.

Thank you for your continuing support for this important initiative.

Sincerely,

Donald E. Fossedal

DONALD E. FOSSEDAL
Superintendent of Documents

GPO Public Meeting
November 9, 1989

On Thursday, November 9, 1989, GPO held a public meeting to identify and explore opportunities for depository library dissemination of Federal agency products and services in electronic format that could be made available through non-government channels.

Advance notice of the meeting had been published in the Commerce Business Daily on September 11, 1989 (Attachment 1). In response to that announcement, about 91 individuals registered to attend or requested additional information about the meeting. An information package, containing a meeting agenda as well as background information about GPO and the Depository Library Program, was mailed in advance to everyone who expressed an interest in the meeting. (See Attachments 2 - 4.) Approximately 44 individuals from private sector firms, professional associations, and depository libraries attended the meeting. The Joint Committee on Printing, the General Accounting Office, and several areas of GPO were also represented.

Superintendent of Documents Donald E. Fossedal opened the meeting by welcoming visitors to GPO. Fossedal pointed out the importance of the pilot projects, and reviewed criteria for future pilot projects submitted by the Depository Library Council for consideration by the Public Printer. A copy of the Council's criteria statement, which was available to attendees, is provided as Attachment 5.

Mark Scully, Director of the Library Programs Service (LPS), spoke next. Scully referred to the Joint Committee Print provided to all registrants, which describes the origin of the Depository Library Program and the framework for the modern day system as set forth in 44 U.S.C., Chapter 19. During FY 1989, 22.7 million copies of 49,500 publications were distributed to Federal depository libraries. Scully reviewed the five functions performed by LPS: (1) Acquisition of publications, usually accomplished by ordering extra copies when Federal agencies requisition printing through GPO and by converting documents to microfiche; (2) Classification of documents, using the Superintendent of Documents Classification System; (3) Cataloging publications according to the AACR2/MARC standards, which allows for dissemination of cataloging information in machine-readable format, as well as production of a printed index; (4) Distribution of publications; and (5) Inspection of depository libraries, to ensure that they are fulfilling their responsibilities to provide public access and maintain government documents collections according to established guidelines.

Scully defined as the objective of the public meeting "to identify opportunities for depository library dissemination of Federal-agency derived information products and services, and to invite information from prospective commercial sources." He high-

lighted three attributes that he thought would be important considerations for information products and services: 1) the product or service should be useful to depository library users; 2) it should provide a convenient means of access; and 3) delivery of government information should be achieved in a cost-effective manner. The information submitted by prospective vendors will be provided to decision makers in the legislative branch, for example, the Congressional Joint Committee on Printing and the Appropriations Committees. Scully noted that the purpose of the meeting was to exchange information; there is no guarantee that a procurement will result. Sandra Ulevich was introduced as the GPO Contracting Officer.

Scully outlined some of Depository Library Council's criteria that might be considered for selection of information products and services. The first criterion he described was the potential value and usefulness to depository library users. Examples of this might be information products or services that are of high interest to depository libraries, or offer opportunities to significantly improve service, such as providing more timely access to data bases where timeliness is an important factor in their usefulness. Another consideration might be limitations or restrictions on access, i.e., limits on the type of data use or amount of online access allowed. A third factor might be the costs and other resources required for libraries to utilize a product or service, for example, equipment requirements and the amount of staff time necessary for training and operation. Opportunities for savings to the Government resulting from replacement of existing hard copy or microfiche products would be considered. Archival considerations would be taken into account, for example, purging schedules for an online system or the shelf-life of an information product. The degree to which the information product or service can be integrated into depository collections will be examined, as well as conformance with accepted library or industry standards. The integrity of the data and the reliability of the access system are critical factors in evaluating potential products or services for depository libraries. A final consideration might be the appropriateness of the medium to the informational content.

The next speaker was Jan Erickson, Manager of the Information Technology Program (ITP). Ms. Erickson delivered a slide presentation that outlined LPS' efforts in the area of electronic dissemination. The ITP was established in 1987 at the direction of the Joint Committee on Printing to explore the feasibility of disseminating Government information to depository libraries in electronic format. Five pilot projects -- three CD-ROM applications and two online systems -- are in various stages of implementation. The first pilot project was a prototype CD-ROM published by the Census Bureau and distributed to depository libraries in May 1989. The next CD-ROM, slated for distribution during the next couple of months, will contain information about 18,000 companies that use chemicals designated as toxic by the Environmental Protection Agency. The disc will be accompanied by commercial software that offers popular features such as full-text searching and use of boolean operators. The third CD-ROM pilot project will contain the final edition of the Congressional Record for 1985. LPS is now planning for implementation of the first online pilot project. One hundred depository libraries will be provided unlimited access to the Economic Bulletin

Board sponsored by the Department of Commerce for a period of six months. Details about the final pilot project, which will provide online access to the Integrated Technical Information System (ITIS), are still being worked out with the Department of Energy. The General Accounting Office is assisting GPO in conducting the pilot projects to ensure that they are evaluated thoroughly.

The final portion of the program, moderated by Mark Scully, was devoted to answering questions raised by attendees at the meeting. The following is a synopsis of the questions that were raised at the meeting and the responses provided by GPO staff.

What is the reason for the downward trend in publications distributed to depository libraries since 1985? The figures for the number of documents distributed to depository libraries are somewhat misleading. About 60% of all publications are distributed to depository libraries in microfiche format. In 1987, GPO's major microfiche contractor defaulted, resulting in very low distribution figures for 1987 and 1988. In addition, the figures for 1985 were unusually high because several thousand Department of Energy reports published in previous years were made available to Federal depository libraries.

Is GPO interested in projects involving off-site access, i.e., access directly by the user without the library serving as an intermediary? GPO is interested in all good ideas.

What kind of information does GPO have about CD-ROM equipment in libraries? A survey conducted in May 1989 revealed that 696 depository libraries had CD-ROM equipment readily available that could be used for accessing government documents. As to the type of equipment, a survey of 143 depositories that served as test sites for the Census CD-ROM pilot project revealed a diversity of models/brands of equipment among the libraries.

If someone wanted to see a depository library in action, where would be the best place to go? There are a number of depository libraries nearby that you could visit. The largest depository in the Washington area is the regional depository at the University of Maryland in College Park. If you're not from the Washington area or another location would be more convenient, you could consult the list of depository libraries that you received with the meeting agenda or consult a GPO staff member after the meeting.

What kind of software is being used for the Toxic Release Inventory CD-ROM being published by EPA? The software, called Search Express, was acquired from Executive Technologies, Inc.

What process does GPO have in mind for proceeding during the next few months? Do you anticipate continuing contacts with companies that demonstrate an interest in GPO's efforts? Right now, we are exploring the kinds of services

available, and seeking input from companies that might be interested in participating. I would encourage organizations that are interested to meet the "ante" by submitting information about products or services they could provide to depository libraries.

GPO seems very compartmentalized; sometimes it is difficult to find out what is being done or who one should speak to about an idea or project. Can you provide information about GPO's organizational structure or points of contact? Yes. For questions related to the Depository Library Program or electronic dissemination to depository libraries, please contact Mark Scully, (202-275-1114); For information about procurement-related activities and procedures, contact Sandra Ulevich (202-275-2761). An organizational chart has been provided as Attachment 6 to this report.

In your remarks, you characterized this meeting and the invitation for proposals "information gathering activities." How long is this information gathering phase going to last? Until January 15, 1990, which is the date by which GPO requested that interested parties submit descriptions of information products and services that could be disseminated to depository libraries. **What will happen on January 16th? Will GPO make a recommendation to Congress on how to proceed, based on the information received as a result of this process?** Yes, GPO will make a recommendation to JCP, based on information received by January 15, 1990.

Will there be a formal bid process before a contract is awarded or an agreement involving compensation is formulated? Yes.

Could you please clarify the distinction between information products and information services? We think of an information product as a physical object, for example, a magnetic tape or CD-ROM, that can be mailed out in a box to a library. An information service implies something less tangible, like an online system.

An earlier presentation mentioned cost-sharing with depository libraries as an important aspect of one of the pilot projects. In that instance, GPO will pay subscriber fees and online connect charges for the Economic Bulletin Board; participating test sites will absorb the telecommunications costs. What other forms could cost-sharing take? We don't know. There is no "magic formula" for cost-sharing at this point. Each project should be evaluated individually.

How is cost-sharing accomplished for distribution of documents in hard copy and microfiche formats? Libraries are not charged for the documents themselves, however, they absorb all costs associated with processing the publications, providing assistance to patrons, and supplying the equipment and facilities necessary to store and utilize the collection.

Is GPO considering initiating conversion of printed documents to electronic format, just as you now convert hard copy documents to microfiche? There has been some discussion about that.

What is OCLC and what is their role in the pilot projects? OCLC, which stands for Online Computer Library Center, is a non-profit organization that operates a bibliographic network utilized by libraries nationwide. GPO uses OCLC to facilitate creation of cataloging records for government documents and production of a printed index. GPO staff enter cataloging records into the OCLC data base, and on a monthly basis, OCLC sends GPO a magnetic tape containing GPO cataloging records. This tape is used for production of the Monthly Catalog of U.S. Government Publications published by GPO. OCLC is not involved in the GPO pilot projects at all at this time.

Will non-government providers be able to add value to government information disseminated to depository libraries? If so, will they be allowed to hold a copyright? At this stage, GPO welcomes proposals and has not placed any restrictions on what those proposals may or may not contain. However, there is some concern about restrictions on data use by depository libraries.

How will GPO protect government information so that it remains in the public domain? The Office of the General Counsel will be consulted at the appropriate time to ensure that appropriate measures are taken.

What kind of data is available on the types of publications used in depository libraries? GPO has never conducted a study of the types of publications that are most frequently used by depository libraries. The Hernon-McClure study described earlier focused on the number of users of depository libraries, not the type of usage.

Earlier you mentioned something about a "bartering arrangement" that GPO had considered in the past. I'm not familiar with this concept. Could you elaborate on what you meant? Yes. I was referring to a concept that GPO explored about two years ago, when we were first tasked with conducting pilot projects to study electronic information dissemination to depository libraries. We had not received any additional funding for the pilot projects; as a result, we were trying to devise a plan that would allow us to proceed with little or no expenditure of Government funds. One approach that we considered was providing magnetic tapes for several data bases (e.g., the Congressional Record, Federal Register, Commerce Business Daily, and the Monthly Catalog) to a non-Government information service provider. In exchange for receiving the tapes at no charge, the vendor would have allowed online access to those data bases by depository libraries for a specified period of time. However, the arrangement for exchanging tapes for services was later determined to be inappropriate and was not pursued.

How are publications that are available for sale by GPO priced? The framework for pricing publications is provided by Title 44, which mandates that publications be priced at "cost as determined by the Public Printer plus 50 percent." Based on Title 44, GPO developed a complex formula for determining estimated costs for printing, handling, postage, and other factors.

Will you allow interested service providers access to sales information, including sales figures for individual titles, so that we can learn more about information needs? Yes, to the extent that the information is available.

Is GPO the primary sales agent for electronic information Government-wide? Unlike printing, electronic information dissemination is very decentralized in the Federal Government. Many agencies administer programs for providing public access to government information, especially for data generated by their organization. Several agencies sell magnetic tapes. Some agencies sponsor electronic bulletin boards, and CD-ROM is becoming an increasingly popular choice for Federal agencies publishing large amounts of data.

What criteria does GPO use to determine what data bases to sell on magnetic tape? GPO currently offers about 25 tapes for sale on a one-time or subscription basis. One of the key factors determining availability from GPO is whether or not the data is captured in machine-readable format before or during the printing process. Although an increasing amount of data is supplied to GPO already in electronic format (i.e., on tape, floppy disk, or via modem), some publications are produced from camera copy supplied by the issuing agency. Demand also plays a significant part in determining whether or not a data base will be offered for sale by GPO. Many of our tape subscriptions were offered in response to requests for the data.

Will there be a report of this meeting in Administrative Notes, the newsletter for the Depository Library Program? Yes. Although not originally planned, this report summarizing the meeting will be mailed to all of the attendees and reprinted in Administrative Notes.

Will the names and addresses of attendees at this meeting be made available? Yes, they are contained in this report as Attachment 4.

Can you give us any information about the needs of non-depository libraries for Government information? The Library Programs Service focuses on serving the needs of the depository library community. The Superintendent of Documents Sales Program provides a way for other organizations and individuals to acquire copies of government publications. Perhaps a professional association representing the library community would be a good source for information about libraries' needs.

What will GPO's policy be concerning the release of information provided as part the proposals that are due by January 15, 1990? We are not certain, at this point, how much information will be released or when. However, GPO will be sensitive to the need for confidentiality for certain kinds of information contained in the proposals (cost information, for example) and will not divulge information unless appropriate.

Attendees at the November 9th meeting were invited to submit questions in writing either at the meeting or anytime before December 1, 1989. The following questions were received:

Will non-government providers of Federal agency information products and services in electronic formats be allowed to enhance or add value to a good so that copyright would be held by a non-government provider?

What plans have been developed to ensure the archival storage of primary nine-track master tapes and/or Cd-ROM masters? If copyright is owned by a non-government provider, who is responsible to ensure the archival storage of masters?

Is the Cumulative Title Index to U.S. Public Documents, 1789-1976 accessible in any format, machine-readable or otherwise?

Is the Monthly Checklist of State Publications accessible in any format, machine-readable or otherwise?

Could you please clarify the degree of confidentiality that will be maintained? For example, will "information" submitted by the January 15th deadline be made public immediately? Will it be disclosed in Congressional hearings or reported to the Depository Library Council? Or will information be guarded, especially in case the information suppliers would later need to use their own information (presumably, not yet disclosed) to prepare bids?

What happens to information data bases/programs (products and services) that vendors bid on and are given a contract for a period of time, if the next year the vendor drops the product?

How will GPO insure that public domain government information will be kept free from proprietary control in any intermediary arrangements to provide products and services to the depository Library Program?

What types of publications are the subject of this information-sharing product and service solicitation? Specifically, the Federal Register, Code of Federal Regulations, and Congressional Record have been mentioned. What other publications could be

included in a product or service?

How will GPO handle data bases/products that vendors don't bid on?

Why is information on this meeting not being included in Administrative Notes? The depository libraries need to be informed.

How will GPO ensure continuity of products and services that a vendor provides for a period of time, but then drops?

How will GPO ensure that government information continues to be made accessible to the public free of charge through depositories?

In the cost-sharing area for online products, would the GPO and the depository libraries be open to a mechanism where public fee-based remote access to the online products could be used to underwrite free depository library access?

One of the most useful and beneficial services GPO could foster would be public access to changes in the Code of Federal Regulations. The pilot program testing dissemination of the Federal Register by FM subcarrier was ingenious! But for most end-users, access to a continually-updated, online edition of the CFR would be even better. This would permit rapid, automated, full-text keyword searches, and eliminate most of the delay involved in publishing annual paper editions. Off-site (dial-in) access to systems located in documents depositories would be ideal! Another potentially valuable service would be online access to FBIS Daily Reports, most of which appeared to be prepared for paper publication by computer. That suggests it would be possible to deliver the same text, with minor reformatting, very quickly. Because of the volume of text produced every day, and the fixed nature of the report text, CD-ROM is the obvious medium. However, FBIS specializes in time-critical information. Delaying access by more than a few days reduces much of its value. Thus, a bulletin board system for immediate access, plus CD-ROM for permanent or long-term access, would be the optimum. (No response necessary.)

Has the baseline cost of the present (hard copy) system been identified?

a. What is the measure of cost, dollars?

b. If the present system were not changed, are baseline costs projected into the indefinite future acceptable? If they are, why is there interest in modifying or improving the present system? If not, has a level of projected costs been identified that is acceptable?

c. If a decision has been made to improve the present system primarily because of cost considerations, has some minimum return on investment threshold been

established against which industry proposals might be evaluated?

Are cost considerations the sole driving force in deciding whether to modify or improve the present system? Are there drivers other than cost and, if so, what? Is there, for example, an institutional reluctance to embark upon ventures into technology(ies) more advanced than paper, microfilm, and optical disk storage media?

Is the GPO Depository Library community populated with individuals who would see even pilot ventures into newer technology(ies), as a potential threat to their livelihood?

In the event of a system upgrade through application of newer technology(ies), is GPO committed to a corresponding upgrade of community skills, e.g., through training and instruction to avoid demoralizing a work force whose loyalty has contributed to program success thus far?

Has GPO taken into account the intangible (non-quantifiable) costs of changing the working environment of a large, geographically distributed community through the application of newer technology(ies)? Has GPO budgeted for tangible (e.g., dollar, time) costs of such a change in assessing life-cycle costs of maintaining a new system well after it is acquired, initially installed, and tested?

Although no classified or otherwise restricted information is now processed by the existing system, or anticipated in any improved system, is there concern that the application of newer technology(ies) might put existing GPO Depository Library Program information or data at risk?

a. For example, if data are to be transmitted, stored, accessed, and retrieved by electronic means, is thought being given to design and installation of "read-only" safeguards so that a remote user with electronic access might be denied an opportunity to modify (or destroy) library data?

b. Is thought being given to the installation of data security measures such as audit trail accounting/identification of all remote access users of an electronic retrieval system? If so, would this conflict with rights of privacy of public users, i.e., in contravention of the intent of Congress in originally establishing the GPO Depository Library Program?

c. In the event an electronic system is chosen, would remote access users be stratified by class to distinguish, say, between GPO Depository Library system administrators, who would have a legitimate need to enter the system as "privileged users" to manage files, append electronic identify labels, etc., and casual readers who are interested in browsing and perhaps copying selected items? Would access permissions be correspondingly stratified and controlled

through, say, the use of passwords?

In the event an electronic system is chosen, will one or more methods for bulk media conversion be invoked so that existing library information is reduced to numerical data processible by machine?

Would GPO be prepared to traffic in more than one medium? What kinds of library information would GPO wish to have converted? Printed text only? Numbers? Static diagrams and pictures? Animated graphics (e.g. motion pictures, television)? Voice and other sound recordings?

If more than one (e.g., print) medium is to be digitized through bulk media conversion efforts, would this result in stratification of users into discrete user communities each with its own requirement for access, retrieval, manipulation, and disposition of digitized library data?

Would multi-media library service significantly broaden the existing community of GPO Depository Library users? If so, can GPO handle the increase without a major cost impact? Have any user/market research surveys been conducted to find out what this would do to the demographics of the anticipated user community?

In response to a question at the Industry Meeting about the use of CD-ROM and mail, the GPO answer was that GPO was interested in a "new system governed by telecommunications and modem." Does this answer mean that GPO would exclude the use of CD-ROM as a substitute means of transmitting one hard copy to each library?

Do individual libraries require on-site a copy of each document published by GPO whether the document is in soft or hard copy form?

Has GPO or will GPO consider a pilot program to test the proposed concept?

Is GPO interested in technology demonstrations?

Does GPO anticipate using separate contracting vehicles for such topics as maintenance, user training, and hardware procurement?

Does GPO anticipate procurement of hardware through GSP resources?

What will be the relationship or use of the On-Line Library Center in relation to the proposed new system?

Will agreements be reached between GPO and other agencies to receive information/publications already in electronic format (disks, tapes, etc.)?

Will Congress fund Depository Libraries to upgrade receiving, storage, and retrieval functions?

Does GPO intend to train the end-user of the new system? If so, who would the audience be?

Would training programs need to be designed for various levels of knowledge?

If training is anticipated, what type would be used (e.g., stand-up classroom, interactive video, CBT, etc., or mixture)?

Historically, what type of training has the GPO used, and has it been contracted out?

What would the time frame be for the training? Would GPO want it to be designed at the same time the system is being developed so that training could begin as soon as the system is installed?

Does GPO envision the training to be performed as a separate contract, or will it be a part of the total system development?

If the training is to be computer-based, would it be provided on the new hardware that is part of the total system?

Why does GPO want an electronic dissemination system? What are GPO's reasons for wanting to change from the current system?

Please explain what is meant by "bartering agreement." Does it mean share the wealth and share the risk?

Will GPO consider it a plus if industry profits by spin-offs from this program?

What type of contract is anticipated if Congress funds the program?

Are multiple awards anticipated?

Will a draft solicitation and/or statement of work be issued for industry comment?

Will a pre-proposal conference be conducted?

What are the projected milestone dates for this procurement?

Five (5) pilot projects were addressed in the Depository Library Program meeting held on November 9, 1989. Please provide the contract number, dollar value, name and address of each contractor selected to implement/conduct the following pilot

projects:

Census Test Disk #2
Environmental Protection Agency TRI Data Base
1985 Final Congressional Record
Department of Commerce Economic Bulletin Board
Department of Energy Research Abstracts

Will GPO utilize contractor assistance in preparing a Requirements Analysis and Cost Benefit Analysis?

Will GPO utilize contractor assistance in writing the specifications for the solicitation?

Is it possible to schedule on-site visits to the Pilot Projects? Who is the point-of-contact for scheduling on-site visits?

Does GPO anticipate this procurement to step through the entire acquisition cycle, from Milestone 0 to Milestone V?

Precisely what activities are performed at each of the 1400 facilities, relative to the documents in question? How are these activities prioritized?

Can existing and/or new clients of the 1400 facilities be expected to pay a fee for services which go beyond what is normally provided? For example, if key word (indexed) or full work search capabilities were offered, could a fee be charged?

ATTACHMENT 1
Public Meeting 11/9/89

The announcement below appeared in the Commerce Business Daily on Monday, September 11, 1989, page 14:

US Govt Printing Office, Specialized Procurement Section, Mail Stop: (MMP), WA, DC 20401

X - FEDERAL DEPOSITORY LIBRARY DISSEMINATION INFO due 10-20-89 Contracting Offic Sandra Ulevich 202-275-2761 The GPO (Govt Printing Office) will convene a pre-sol meeting to identify opportunities for depository library dissemination of fed agency info products and services in electronic formats which can be made available through non-govt channels. The GPO distributes publications of fed agencies to approx 1,400 libraries designated as fed depositories pursuant to Chapter 19 of Title 44 USC. At the discretion of the JCP (Joint Committee on Printing) and with the assistance of the GAO (General Accounting Office), GPO is conducting a series of pilot projects to study the effects of disseminating Govt info in electronic format to depository libraries. This meeting will provide a forum for dialogue with prospective providers of fed agency info products and services to further explore opportunities for electronic dissemination to fed depository libraries. GPO officials will give a background presentation on the Depository Library Program and an overview of activities in the area of info technology followed by a discussion of comments and questions received in advance and from the floor. Participants will be invited to submit descriptions and costs by 01-15-90 of the fed agency info products and services that could be disseminated depository libraries. DATE: The meeting will take place at the GPO on 11-09-89 from 9:30 am to 11:30 am. Interested parties that register by mail before 09-22 will be sent an advance info package including a meeting agenda. Interested parties are encouraged to submit written questions or comments for discussion at the public meeting by 10-20-89. ADDRESS: The meeting will be held at the GPO located at 700 N Capitol St in WA, DC. To register for the meeting or submit questions or comments by mail write to: US GPO, 710 N Capitol St NW, Mail Stop: MMP, WA DC 20401, Attn: Sandra Ulevich. It should be noted that this is not a RFP. It is a request for your review and comments prior to possible issuance of sol. This does not commit the Govt for any cost incurred in transportation and or submission of info to procure or contr for any supplies or services. (249)

Attachment 2
Public Meeting 11/9/89

PUBLIC MEETING

NOVEMBER 9, 1989 AT 9:30 AM

Carl Hayden Room (8th Floor)

Government Printing Office

North Capitol & H Streets, N.W.

Washington, DC 20401

AGENDA:

9:30 - 9:45	Welcome and remarks	Donald E. Fossedal Superintendent of Documents
9:45 - 10:00	Overview of the Federal Depository Library Program	Mark Scully Director, Library Programs Service
10:00-10:45	Presentation on the GPO Information Technology Programs	Jan Erickson Manager, Information Technology Program
10:45-11:25	Open Discussion	
11:25-11:30	Conclusion	Mark Scully

Attachment 3
Public Meeting 11/9/89

United States Government Printing Office
Washington, DC 20401

Dear Respondent:

Thank you for your expression of interest in the GPO public meeting, which is scheduled for November 9, 1989 at the U.S. Government Printing Office. As indicated in our Commerce Business Daily announcement of September 11, 1989, this meeting is intended as a forum for dialogue between GPO officials and prospective providers of information products and services derived from U.S. Government sources. This meeting is solely for the purpose of information exchange prior to possible issuance of a solicitation. This does not commit the Government for any cost incurred in transportation and/or submission of information to procure or contract for any supplies or services.

The Government's ultimate objective in holding this public meeting is to identify opportunities for dissemination to depository libraries of commercial information products and services that are derived from U.S. Government sources. In this meeting GPO officials will present background on the Federal Depository Library Program, provide an overview of its activities in the area of information technology, and conduct a discussion of GPO interests in a possible procurement. Prospective providers will then be invited to submit written descriptions and general information regarding the commercial products and services that they could provide to depository libraries.

Your interest in the Depository Library Program is appreciated.

Sincerely,

SANDRA ULEVICH
Contracting Officer

Enclosures

Attachment 4

Public Meeting - November 9, 1989

List of Registrants and Information Requestors

*Aaron, Rob, **IP Services, Inc.**, 50 Hurt Plaza, Suite 410, Atlanta, GA 30303 : (404) 330-2120

*Allen, Ken, **Information Industry Association,** 555 New Jersey Ave NW, Washington, DC 20001 : (202) 639-8762

Barber, Richard, **Micro Computer Systems, Inc.**, 8401 Colesville Road, Suite 305, Silver Spring, MD 20910 : (301) 495-4444

Becker, Eddie, **National Security Archives,** 1755 Massachusetts Ave., NW, Washington, DC : (202) 797-0882

Beckerman, George

Bellinger, Gene, **Honeywell Federal Systems, Inc.**, 7900 Westpark Drive, McLean, VA 22102 : (703) 827-3000

Beres, Ron, **R.R. Donnelley & Sons, Co.**, 5203 Leesburg Pike, Falls Church, VA 22041

Booth, James, **LTS Corporation,** 7222 4th Street, Chevy Chase, MD 20518 : (301) 652-2121

Campbell, Philip, **Aaron Smith Associates, Inc.**, 50 Hurt Plaza, Suite 410, Atlanta, GA 30303 : (404) 688-6024

*Carlisle, Lynn, 9393 Springboro Pike, PO Box 993, Dayton, OH 45401 : (800) 227-95947 x 1711

Casteel, Charles E., **Microcomputer Systems, Inc.**, 8401 Colesville Road, Suite 305, Silver Spring, MD 20910 : (301-495-4444)

Chen, Andrew, **MTL Washington Division, The Massachusetts Technological Lab, Inc,** Suite 204, 4300 Montgomery Ave., Bethesda, MD 20814, 654-8722

*Cherry, Mary , **Computer Sciences Corporation,** 3160-B Fairview Park Drive S., Falls Church, VA 22042 : (703) 876-1000

Chiang, Ahshun, **Aspen Systems Corporation,** 1600 Research Blvd., Rockville, MD 20850 : (301) 251-5000

*Clark, Marie, **Duke University Library,** Durham, NC 27706 : (919) 684-2380

*Costino, Mitch, **BDM International, Inc.**, 7915 Jones Branch Drive, McLean, VA 22102-3396 : (703) 848-5000

*Attended the meeting

Cullen, Jim, **BDM International, Inc.**, 7915 Jones Branch Drive, McLean, VA 22102-3396 : (703) 848-5000

*Cuthriell, Robert, **Congressional Quarterly, Inc.**, 1414 22nd Street NW, Washington, DC 20037

Data Computer Corporation of America, P.O. Box 2665, Columbia, MD 21045

*Detweiler, Mary Jo, **Congressional Quarterly, Inc.**, 1414 22nd Street, NW, Washington, DC 20037

Duncan, Daniel C., **Opperman, Heinz & Pacquin**, 1401 New York Ave. NW, Washington, DC 20005

*Ebersole, Joseph, Suite 63, 2101 Connecticut Ave., NW, Washington, DC 20008

*Evans, Ross, **Congressional Quarterly, Inc.**, 1414 22nd Street NW, Washington, DC 20037

*Feruso, Agnes, **Library of Congress**, 1st & Independence Ave. SE, Washington, DC 20540 : (202) 707-6116

Francillon, Mary, **Georgia Institute of Technology**, Office of Contract Administration, Atlanta, GA 30332-0420 Attn: DMSTL/0915

*Gray, Edward, W. Jr., **R.R. Donnelley & Sons, Co.**, 5203 Leesburg Pike, Falls Church, VA 22041

*Hagen, Donald, **Bernan-Unipub**, 4611F Assembly Drive, Lanham, MD 20706 : (301) 459-7666

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Attachment 4, Page 3
Public Meeting 11/9/89

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Attachment 5

OSU

Oklahoma State University

THE UNIVERSITY LIBRARY

STILLWATER, OKLAHOMA 74078-0375

05/01/89

Joseph Jenifer
Acting Public Printer
U.S. Government Printing Office
Washington, D.C. 20401

Dear Mr. Jenifer;

Enclosed is the response to your Request #3 of March 9, 1989.

Sincerely,

Vicki W. Phillips
Chair, Depository Library Council

cc: Donald Fossedal
Mark Scully
Members of the Depository Library
Council to the Public Printer

Attachment 5, Page 2

OSU

Oklahoma State University

THE UNIVERSITY LIBRARY

STILLWATER, OKLAHOMA 74078-0375

In response to your Request #3 of March 9, 1989, the Depository Library Council recommends that GPO proceed with a meeting between the GPO and interested parties on the matter of providing government information to depository libraries through non-government channels and the following information is provided as guidance to GPO in the design of that meeting.

The Council is pleased to see the GPO initiate a public meeting to commence dialogue between various information providers and users of government information. It is appropriate that GPO request Council's advice prior to this meeting. It is Council's hope that this meeting be scheduled and planned in an expeditious fashion as the Office of Technology Assessment has identified a "window" of time in which GPO can effectively begin to distribute electronic information before the information sources will have bypassed the GPO and depository system.

This meeting should be well-publicized through required channels as well as in library community publications (e.g. Admin Notes). This would permit librarians to attend and/or send written comments on the GPO efforts. The Electronic Subcommittee of the Council should be invited to the meeting as special resource persons.

Council believes that a definition of non-government channels is necessary. Council's definition of non-government includes anything other than government agencies. This would permit OCLC, RLG, large research libraries and other-not-for profit organizations and for-profit ventures to participate.

The statutory provisions of the depository program identifies four participants: GPO, the Federal agencies, participating depository libraries and the public. Since GPO is the disseminator, it is assumed that any arrangement with an intermediary would occur through contracts solicited by competitive bid. This could include pilot projects, unsolicited proposals and/or bartering agreements which will not require the appropriation of additional funds. These alternative methods should be designed to test their feasibility and to provide an opportunity to develop further criteria to evaluate both the pilot projects and other products developed and later used in the depository system.

The solicitation for material in electronic format should meet the same requirements (44 USC 1902) as currently used for distribution of information to depository libraries.

Commencing in 1980 with a recommendation from the Council there has been considerable study of government information in electronic format. Among the latest efforts are the OTA report Informing the Nation (OTA-CIT-396 Oct. 1988) and ARL's Technology and U. S. Government Information Policies. We should not overlook the contributions contained in the reports of the Joint Committee on Printing's Ad hoc Committee on Depository Library Access to Federal Automated Data Bases. Additional documents containing appropriate considerations appear in testimony of librarians before congressional committees and independent research of individual documents librarians. All of these efforts provide assistance in developing desirable titles, access features and criteria for evaluating products being considered.

Council supports the concepts identified in the five comprehensive GODORT points regarding the dissemination of federal government information. (See Appendix 2)

The areas of consideration listed below are an initial attempt by Council to identify access features. In light of the limited response time this list is not considered exhaustive. The Electronic Subcommittee of Council is available to provide more detailed assistance and help "polish" any areas.

All formats, (e.g. CD-ROM, online and bulletin boards) should be considered for distribution through the Federal Depository Library Program. The following are categories of material to be considered for distribution in electronic format:

1) Information produced by or under printing contract to GPO. (e.g.: Federal Register, Code of Federal Regulations, Congressional Record, Monthly Catalog, Publications Reference File, and other internal files which could be put into an electronic format)
2) Those government data bases currently available from a vendor (e g. the NTIS data base from DIALOGUE, the Monthly Catalog from BRS, etc.)
3) Agency derived data bases not currently available for general distribution (e.g.: Supreme Court Slip Opinions, Congressional bills and other legislative information, SCORPIO, EPA Toxic Waste data base and statistical data from many agencies)

Access features should include but not be limited to those criteria proposed by the Association of Research Libraries publication "Criteria for Evaluation of Agency Proposals, Library Participation, and Outcome of Pilot Projects" Draft #1 October 30, 1986, Appendix I (see attached). Council and the library community have identified additional criteria listed below:

-- user friendly (e.g. Boolean and/or keyword operators)
-- access without fees to depository libraries. If the only alternative is a fee it should be substantially discounted to the depository user community. User fees should be the exception not the rule.
-- standardization of access software perhaps using a national standard developed by NISO, ANSI, NIST, or a common library standard at least IBM and "Apple" compatible
-- Complete documentation
-- No restrictions on the reuse of public domain information.

Criteria for evaluation of the products considered should include but not be limited to those "Criteria for

Evaluation of Agency Proposals, Library Participation, and Outcome of Pilot Projects" Draft #1 October 30, 1986. (Appendix I)

The Council agrees with Kay Gapen (testimony before the Subcommittee on Legislative Branch Appropriations, February 7, 1989) and recommends that GPO assume responsibility during a test for at least the following: (as detailed in the previously cited ARL Criteria Appendix I)

- -- define the length of test
- -- define criteria for identifying participants in tests
- -- define level of service to be provided by the intermediary including for example hours of availability of online products
- -- specify the responsibilities of participating libraries
- -- define the rights of users and the proprietary rights of the intermediary during the pilot
- -- define the scope and responsibility for conducting an evaluation of the pilot
- -- obtain an assurance of a level of commitment by the intermediary

Hopefully GPO's responsibilities can be accomplished with the input and advice of the new GPO Electronic Dissemination Task Force.

The convening of this meeting as well as the initiation of new delivery mechanisms for government information to the public represents a departure from current practice and could have serious ramifications for the Depository Library Program, participating libraries and the public. Consequently, Council's recommendations should be discussed in an open forum to elicit further comment and to provide additional direction and guidance to GPO.

Extracted from an early draft report of the Association of Research Libraries: Technology & U.S. Government Information Policies: Catalysts for New Partnerships.

Appendix 1

CRITERIA FOR EVALUATION
OF AGENCY PROPOSALS, LIBRARY PARTICIPATION,
AND OUTCOME OF JCP PILOT PROJECTS
DRAFT # 1
October 30, 1988

There are basic equipment and service capabilities that a library needs to demonstrate for participation in the pilot projects. The specifics of the capabilities depend upon the file or files to be included in the test. Until the files and delivery strategy are determined, it is difficult to speak to these specifics. However, in addition to equipment and service capabilities, the task force suggests that interested agencies and libraries be asked to address issues that are identified as fundamental to depository library participation in the delivery of government information in electronic formats. How an agency or library responds to these issues will indicate the extent of awareness of the implications of participation in the test, the degree to which the agency or library is prepared to deliver electronic information products to users, and the potential for conducting a useful evaluation at the conclusion of the pilot.

The following list is this task force's first effort at identifying those fundamental issues. They are divided into four parts: data; data delivery; costs; and miscellaneous.

1. The Data

1.1 Where does the file to be tested fall within the taxonomy of government information as suggested by the task force (see Task Force Report No. 1, pages 6-8)? Are there implications when the file is placed within this context? (formerly attached)

1.2 What is the completeness of the file? Is it defined so that its scope, limitations, purpose are clearly understood?

1.3 What is the correlation to any printed information — is the printed information available elsewhere in the library and elsewhere in the library service area?

1.4 What is the timeliness of the file as provided in the pilot project? Does the file represent an improvement in the timeliness of the data?

1.5 What is the volatility of the file? Is there a systematic plan for archiving data and/or for preserving its format?

1.6 What is the anticipated use of the information in the file?
- Will the availability of the file create an expansion or contraction of use?
- Will it serve more users simultaneously?
- Will it make improvements in access and/or service?
- Does the value change with the format?
- Are there other changing patterns anticipated/seen?

1.7 What is the relationship to other library collection development and/or depository selection patterns? Are there other parts of the collection which relate to this data and would benefit from joint delivery?

1.8 Is the data standardized and/or otherwise compatible with other electronic data delivery paths in place in the library? (This also needs to be addressed as an issue under data delivery.)

1.9 How will the assured level of data reliability impact library access and delivery of the information?

1.10 Is the format appropriate to the anticipated use of the data?

2. DATA DELIVERY

2.1 What is the impact on library services of the indicated reliability and hours of accessibility of the file?

2.2 Will special equipment and/or telecommunications components be needed to receive the data (e.g., is the library linked with major networks?)?

2.3 Special equipment and/or telecommunications needed to deliver the data (e.g., what are the paths to and from local or institutional data centers?)?

2.4 Is there any distinction between access to this data and delivery of the data? Any special issues related to either?

2.5 Will physical plant requirements (extra wiring; phone lines; etc.) be required?

2.6 What is the impact of the format of the data and the distribution medium on the library's ability to provide access and delivery for the information in the file?

2.7 Is added user or staff training required for access/delivery of the data?

2.8 Is there new access/delivery potential?

2.9 Is the data likely to be heavily used and possibly "congestible" in regard to access/delivery?

2.10 How would the file influence the library's relationships with other depository libraries, other libraries, and other institutions in the area?

3. COSTS

3.1 What are the anticipated setup costs (costs incurred before the file can be made available)?

equipment to receive, read, print?
additional staff?
staff training?
costs for physical plant adaptation (extra or remodeled space, re-wiring, cabling, etc.)?

3.2 What are the anticipated operating costs (for the life of the pilot project and beyond if continued)?
institutional overhead costs for grants?
costs associated with new patterns of delivery/or access (e.g., telecommunication costs from source to library, from library to off-site users, etc.)?

3.3 What are the anticipated costs associated with the full life cycle of the file (the costs of sustaining the usefulness of the information for however long it is to be sustained)?
maintenance and/or replacement of equipment?
staff training?
archiving and/or preservation of file?

4. MISCELLANEOUS

4.1 Does the project provide an opportunity to extend the library's services geographically?

4.2 Are there a critical mass and an appropriate mix of libraries necessary to test the economic feasibility of inclusion of the file in the depository program?

4.3 What is the ability of the agency/library to gather necessary cost data for the pilot project?

4.4 How does the project affect the expanding relationship between universities and the private sector to further the mission of higher education?

Taxonomy of Government Information Systems as appears in Technology & U.S. Government Information Policies (ARL)

III. FRAMEWORK FOR POLICY ANALYSIS

> *HOW government information in electronic format is disseminated will have an impact on existing partnerships between the government and for-profit and non-profit institutions. The partnerships may, in fact almost certainly will, continue in some capacity. However, the responsibilities, especially those concerning which partner incurs what costs, are very much in question.*

The characteristics of government information in electronic formats demand a new framework for analyzing and defining how this information should be made available to the public. Two elements of such a framework are presented: a taxonomy to categorize the characteristics of government information in electronic format, and a model that identifies potential value-added processes for an information system. In addition, hypothetical scenarios illustrate the need to consider four key questions as decisions are made about approaches to distributing electronic information.

Taxonomy of Government Information in Electronic Format

Identification of a taxonomy or classification of government electronic information systems or products would contribute to policy analysis. For example, electronic information products or systems might be categorized on the basis of the following four dimensions.

1. Volatility. Some electronic systems are highly volatile--dynamic and highly time sensitive; others are static.
2. Public Policy Relevance. Some systems convey information that is highly relevant to consideration of important public policies and thus are of broad public significance; others have information of little policy relevance and are of interest only to a specialized audience.
3. Value to Research. Some systems convey information that is highly significant for research; others convey information of limited research value.
4. State of System Development. Some systems could be compared to wholesale products, requiring significant hardware and value-added software support before end-users may make use of it; others are more like retail products, fully packaged and presented for end-users.

These four dimensions are described in terms of two extreme points on a spectrum. In reality, consideration of the characteristics of a specific system following such a classification will fall anywhere between the two extremes. The taxonomy is not intended as an absolute measure for policy making but rather is put forward to illustrate that not all government information in electronic format is the same and to identify some obvious categories of systems that will encourage policy discussions to move from generalities to specifics.

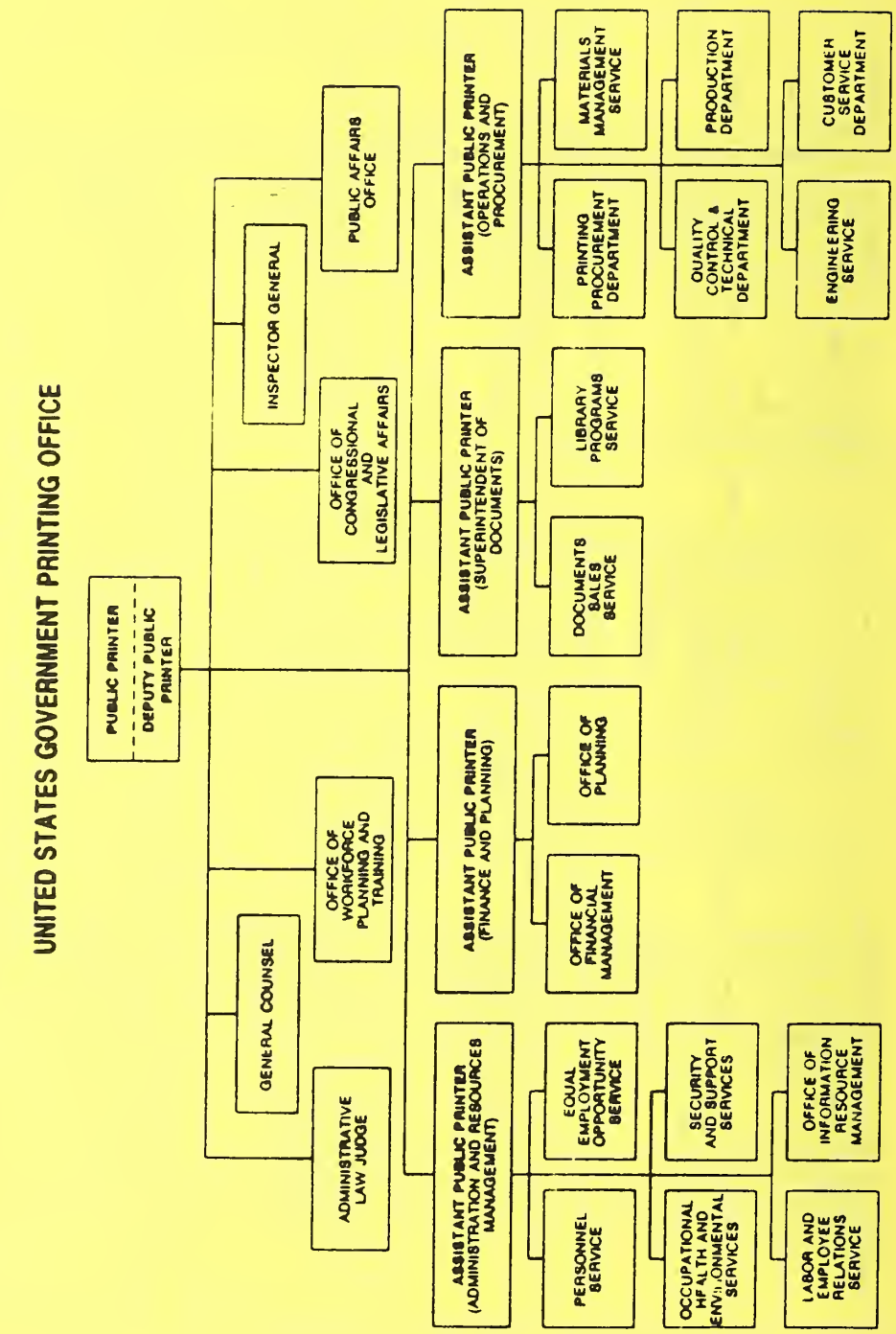
Each niche of such a taxonomy may suggest different ways to address policy issues associated with dissemination of the information. The taxonomy could be subdivided further into files that are textual as opposed to other kinds of information as well as by the anticipated extent of public audience for the information, should these kinds of characteristics, or others, need to be considered in making policy decisions.

Taxonomy of Government Information Systems

STATE OF SYSTEM DEVELOPMENT	VOLATILITY: Dynamic	VOLATILITY: Dynamic	VOLATILITY: Static	VOLATILITY: Static	RELEVANCE TO PUBLIC POLICY
Retail*	Combination 1 Dynamic High relevance to public policy High value for research System ready for end-user ("retail product")	Combination 2 Dynamic High relevance to public policy Limited value for research System ready for end-user ("retail product")	Combination 3 Static High relevance to public policy High value for research System ready for end-user ("retail product")	Combination 4 Static High relevance to public policy Limited value for research System ready for end-user ("retail product")	High
Retail*	Combination 5 Dynamic Little relevance to public policy High value for research System ready for end-user ("retail product")	Combination 6 Dynamic Little relevance to public policy Limited value for research System ready for end-user ("retail product")	Combination 7 Static Little relevance to public policy High value for research System ready for end-user ("retail product")	Combination 8 Static Little relevance to public policy Limited value for research System ready for end-user ("retail product")	Little
Wholesale*	Combination 9 Dynamic High relevance to public policy High value for research System requires support ("wholesale product")	Combination 10 Dynamic High relevance to public policy Limited value for research System requires support ("wholesale product")	Combination 11 Static High relevance to public policy High value for research System requires support ("wholesale product")	Combination 12 Static High relevance to public policy Limited value for research System requires support ("wholesale product")	High
Wholesale*	Combination 13 Dynamic Little relevance to public policy High value for research System requires support ("wholesale product")	Combination 14 Dynamic Little relevance to public policy Limited value for research System requires support ("wholesale product")	Combination 15 Static Little relevance to public policy High value for research System requires support ("wholesale product")	Combination 16 Static Little relevance to public policy Limited value for research System requires support ("wholesale product")	Little
	High	Limited	High	Limited	

VALUE FOR RESEARCH

ATTACHMENT 6
Public Meeting 11/9/89



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